

Return this completed form  
and all attachments to:  
**WV Ethics Commission**  
210 Brooks Street, Ste 300  
Charleston WV 25301  
Phone: 304 558-0664

(LRS-1-2011)

# Lobbyist Registration

## West Virginia Lobbyist 2011-2012



This registration is valid through end of 2012. Registration no. \_\_\_\_\_  
(assigned by Ethics Commission)

### Important filing requirements for the lobbyist.

- \_\_\_\_ Payment to the WV Ethics Commission for \$100.00 for your base lobbyist registration fee. Paid by check ☐ or CCard ☐  
\_\_\_\_ Recent passport-type photo, approximately 2 x2 to create a photo ID and to publish in the lobbyist directory. Attached ☐ or Electronic ☐  
\_\_\_\_ A separate Representation Form for each entity that you represent plus an additional fee of \$100.00 per entity.

☐ Mark here if this form amends earlier information supplied by you. Please indicate the changes or additions you wish to make to your registration or representation information. **If you are terminating** your registration or your representation for a client or clients, please attach a completed **Termination Report** to this form.

## 1. Lobbyist contact information (please print clearly)

Lobbyist name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
Name to use on Lobbyist ID Badge: \_\_\_\_\_

**Please provide complete address information. Check the box next to your preferred mailing address**

☐ Business Address (required) \_\_\_\_\_ phone: \_\_\_\_\_

☐ Home Address: \_\_\_\_\_ phone: \_\_\_\_\_

**Temporary or Legislative Session address (if different)**

Business Address: \_\_\_\_\_ phone: \_\_\_\_\_

## 2. Representations\*

List all employers or entities for which you are registering to lobby. A separate **Representation form** must accompany this form for each listed employer, organization or entity that you represent. You may add additional Statements of Representation any time after your initial registration. Each representation requires a fee of \$100.00

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

\* If you are not representing a particular employer or organization, provide a general description of the subjects, topics or issues which will be the focus of your lobbying efforts. \_\_\_\_\_

## 3. Persons employed by lobbyist to lobby (if any)

## 4. Lobbyist certification and signature

To the best of my knowledge, the information contained hereon and on any attached materials is true, correct and complete. I understand that it is a violation of WV Code 6B-3-9 to willfully and knowingly file a false or incomplete report. I further understand that any person who fails to comply with the lobbyist registration and reporting requirements of the Ethics Act may be subject to administrative prosecution by the Ethics Commission. For any questions or instructions for completing this form please contact the Ethics Commission or refer to the website [www.wvethicscommission.org](http://www.wvethicscommission.org)

Lobbyist Signature \_\_\_\_\_ Date \_\_\_\_\_

# LOBBYIST REGISTRATION INFORMATION

(Do not return this form by fax. Original signatures are required.)

This form (LRS-1) is to be used for lobbyist registration for calendar years 2011 – 2012. Your registration, when approved, will last through the end of 2012, unless terminated in writing prior to that time. Lobbyists are required to re-register by January of each odd numbered year.

## Registration requirements:

Registration may be done by mail or in person at the WV Ethics Commission office, 210 Brooks St, Suite 300, Charleston WV 25301. Forms submitted by facsimile machine will not be processed.

Please note that lobbying is not permitted until your registration with the Ethics Commission is complete and all of the following items are submitted.

1. A completed Lobbyist Registration Statement along with credit card information or a check payable to the WV Ethics Commission in the amount of \$100.00 for initial registration fee.
2. A recent 2" x 2" passport-type photograph of yourself, suitable for publication in a Directory of Registered Lobbyists published annually and for use in creating the Lobbyist Identification Credential issued upon registration. The photo can be submitted electronically to [lucy.a.suchy@wv.gov](mailto:lucy.a.suchy@wv.gov)
3. A completed Statement / Notice of Representation for each employer identified on the Lobbyist Registration Statement. A registration fee of \$100.00 is required for each representation in addition to the \$100.00 base lobbyist registration fee.

We will process registrations within 24 hours of receipt and notify you in writing when your registration is complete. Incomplete applications will be returned and lobbying privileges delayed.

## Training Requirement:

All lobbyists must complete required training at least once per registration cycle. Lobbyists registering in West Virginia for the first time must complete initial training prior to lobbying by completing written materials provided by the Ethics Commission and then attend a formal training class provided by the Ethics Commission within 90 days of registering as a lobbyist. A training DVD is available for those lobbyists unable to attend training classes in person.

## Reporting - general information:

The Lobbyist must report lobbying activities and expenditures three times a year as follows.

May 15 - covers the months of January, February, March, April

September 15 - covers the months of May, June, July, August

January 15 - covers the months of September, October, November, December

All due dates are strictly enforced and fines of \$10.00 per day levied for late filing. (Maximum \$250) Reporting via facsimile is not permitted. The necessary reporting forms are mailed in advance of the reporting dates to the mailing address indicated on your registration form. Please notify us promptly of any mailing address changes or corrections. All forms and reports are also available on the Ethics Commission Website [www.wvethicscommission.org](http://www.wvethicscommission.org)

## Changes in Status:

The law requires lobbyists to report any changes of lobbying status within one week. You must file an Amended Lobbyist Registration Statement reflecting the deletion or addition of any employer or other changes in registration status. If you wish to terminate your status as a lobbyist you are required to file a Notice of Termination within one week.

All forms for reports, changes and additions may be obtained by contacting the WV Ethics Commission and are available on line on the Commission's web site [www.ethics.wv.gov](http://www.ethics.wv.gov). For more information call (304) 558-0664 or contact Lobbyist Registrar, Lucy Suchy at [lucy.a.suchy@wv.gov](mailto:lucy.a.suchy@wv.gov).

Return originals of all forms and reports to:

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210 Brooks Street, Suite 300  
Charleston WV 25301